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SPEED LETTER		REPLY REQUESTED		DATE
		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	13 February 1975
TO : C/OTS/Personnel		FROM: [REDACTED]		
ATTN:		OTS/VOB		
SUBJECT: Reinstatement of Annual Leave				
<p>Under the provisions of HR [REDACTED] dated 20 May 1974, it is requested that 132 hours of annual leave that was forfeited during leave year 1974 be transferred to a special account in my name. During the 1974 leave year, several attempts to take annual leave were interrupted by duties that I was called upon to perform. Additionally, the transfer of two individuals to overseas posts meant that I was assigned duties in addition to my primary function. These added duties meant that considerable time had to be expended beyond the normal working day and these duties were performed by a combination of overtime, complimentary time and denial of annual leave for the need of the service.</p> <p>Wororable action on this request will be appreciated.</p> <p><i>I concur.</i></p> <p>[REDACTED]</p> <p><i>C/OTS/VOB</i></p>				
REPLY		SIGNATURE		
		DATE		

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